#	POLICY TITLE	POLICY AREA:	VERSION:	DATE ADOPTED :
ST.NICHOLAS MONTESSORI	**3.5 ADMISSIONS COMMITTEE: TOR**	3) PROGRAMMES OF EDUCATION AND TRAINING	3.0	AUGUST 2020

Introduction and Context

The purpose of this document is to set out the Terms of Reference for the Admissions Committee. The main function of the Admissions Committee is the monitoring of admissions data to ensure compliance with standards, process and procedures for access, transfer and progression of learners.

Terms of Reference

The Admissions Committee is a sub-committee of the Academic Board and is responsible for:

- Establishing policies and procedures for the admission of students to programmes in the College.
- Reviewing and developing admissions policy and practice.
- Ensuring compliance with admissions criteria and requirements
- Ensuring that all documentary evidence required to evidence fulfilment of those criteria is supplied by applicants.
- Promoting fairness and consistency in admissions policy and procedures.
- Liaising with the RPL Committee
- Closing the loop from enquiry to registration for all applicants
- Revising the application form as required
- Providing an annual report on its activities to the Academic Board including information on standard and non-standard admissions, admissions with advanced standing, and admission of mature learners.

Decisions and Reporting Structure

The Admissions Committee is a decision making Committee. The Admissions Committee will select the most suitable candidates to fill the places available in any year and the Committee reports directly to the Academic Board.

Composition of the Admissions Committee:

Membership consists of the followings:

- Admissions Officer: (Chair ex -officio)
- Head of Examinations and Registrations
- Director of Quality and Academic Affairs
- Programme Directors as required.

Frequency of Admissions Committee Meetings		
Admission Committee meetings normally take place three times a year but may convene as required where timely decisions are needed outside of these meetings.		
Meetings	**Person/s Responsible**	**Records generated to ensure evidence of follow through**
- Agendas and associated documentation are distributed at least five working days before the meeting by the Chairperson. - Members are notified of the location and time by the Chairperson; The Committee will consider the following: **1) Direct Applications** Direct applications include those to part-time programmes, to graduate programmes and applications from mature and international (non-EU) applicants. - These will be reviewed by the Admissions Officer and confirmed by the Admissions Committee - Applicants who meet the listed entry criteria and who have not requested RPL/RPEL considerations will be offered a place by the Admissions Committee. **Note:** All offers are **conditional** on the verification of documentation. **2) International Applicants** Non-EU applicants complete the online application form which includes options to upload additional information e.g. transcripts, diplomas, certificates, references etc International applicants may also be interviewed either in person or by telephone by the International Officer. International Applications are reviewed by the Admissions Committee **Applicants considered by the RPL Committee** The RPL Committee liaises with the Admissions Committee.	**Chair Admissions Committee** **Chair Admissions Committee** **International Officer Admissions Officer Reviewed by Committee**	**Logged on Admissions System as Place Offered/Accepted** **Logged on Admissions System as Place Offered/Accepted** **Logged on Admissions System**

Applicants who have requested RPL/RPEL, for the purpose of entry or exemptions, are directed to the Programme Directors, the Director of Quality and Academic Affairs (DQAA) and then on to the RPL Committee which is chaired by the Head of Examinations and Registrations (See QA 3.6: Recognition of Prior Learning) The RPL Committee meets as required and deliberates on the recommendations made by PD's DPD's and DQAA in cases of Certified Prior Learning and Prior Experiential Learning for entry or exemptions The RPL Committee: - Liaises with the Admissions Officer. - Notifies applicant of decision. - Advises applicant to contact the Admissions Office if they accept the terms and conditions of the RPL Committee - Learners contact the Admissions Office to accept offer, decline offer or to offer further information to the RPL Committee requesting a review - Applicants will be sent details of an induction event by the Admissions Office. - Applicants remain the responsibility of Admissions until they are officially registered. **See QA 3.4: Admissions Policy**		**as Place Offered/Accepted** **Logged on Admissions System as Place Offered/Accepted**

Policy Control Sheet

Policy	QA 3.5: Terms of Reference Admissions Committee
Version	3.0
Adopted/Effective	August 2020
Supersedes	2.0
Monitoring/ Next Review Date	Every two years /August 2022
Responsible Officer(s) Designated Reviewer(s)	Admissions Officer; Head of Examinations and Registrations
Scope	Programme Wide

References

SNMCI Policy area	QA Programmes of Education and Training: QA Vol 2.
Developed with reference to	European Association for Quality Assurance in Higher Education (ENQA) (2015) *Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG).* Quality and Qualifications Ireland (2016), *Core Statutory Quality Assurance (QA) Guidelines* Quality and Qualifications Ireland (2015), *Policy and Criteria for Access, Transfer and Progression in Relation to Learners for Providers of Further and Higher Education (Restatement).* Quality and Qualifications Ireland (2013), *Protection of Enrolled Learners: Protocols for the Implementation of Part 6 of the 2012 Act* Quality and Qualifications Ireland (2015) *Policy and Criteria for Facilitating the Academic Recognition of Foreign Qualifications*
Related SNMCI Policies / Forms	QA 3.4: Admissions; QA 3.6: RPL; FQA 3.6 A: RPL Application; FQA 3.6 B: Report

Revision

Revision Number	Revision Description	Originator	Approved By
2.0/08/2020	General Review	Office of DQAA	AB